

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 60-106

30 SEPTEMBER 2014



Standardization

**INTERNATIONAL MILITARY
STANDARDIZATION (IMS) PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A5XX-ISO

Certified by: SAF/AQ
(William A. LaPlante)

Supersedes: AFI60-106, 1 December 1997

Pages: 45

This instruction implements Air Force Policy Directive (AFPD) 60-1, *Air Force Standardization Program*; Chairman Of The Joint Chiefs Of Staff Instruction (CJSCI) 2700.01, *International Military Agreements for Rationalization, Standardization, and Interoperability (RSI) between the United States, its Allies, and other Friendly Nations*; and is consistent with the *Air and Space Interoperability Council (ASIC) Instructions* and North Atlantic Treaty Organization (NATO) AAP-03, *Production, Maintenance and Management of NATO Standardization Documents*. It sets guidance and procedures for the development, ratification and implementation of International Standardization Agreements (ISAs) by bodies for which the Air Force is the lead agent and for Air Force coordination on and implementation of ISAs affecting the Air Force. It applies to all Air Force organizations including the Air National Guard (ANG) and Air Force Reserve Command (AFRC) Units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). Field activities must send implementing publications to the higher headquarters functional OPR for review and coordination before publishing. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver

approval authority, or alternately, to the Publication Office of Primary Responsibility (OPR) for non-tiered compliance items.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include revision of section 2.6 “Air Standardization Coordinating Committee”; section 3 “Responsibilities of Participants in International Military Standardization”; section 6.7 “Document Printing and Distribution”; and verbiage clarification throughout the document.

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Chapter 1

USAF INTERNATIONAL MILITARY STANDARDIZATION (IMS)

1.1. Purpose. This chapter describes the core goals of IMS, the primary offices of responsibility for USAF IMS activities, and outlines the various levels of IMS activities and basic DoD and USAF IMS policies.

1.1.1. Goals of IMS. IMS is the process by which the Department of Defense achieves the closest practicable cooperation among the Services and Department of Defense agencies for the most efficient use of research, development, and production resources, and agrees to adopt on the broadest possible basis the use of: a. common or compatible operational, administrative, and logistic procedures; b. common or compatible technical procedures and criteria; c. common, compatible, or interchangeable supplies, components, weapons, or equipment; and, d. common or compatible tactical doctrine with corresponding organizational compatibility. Standardization among contributing forces can greatly increase operational and support capabilities. The USAF advances interoperability by promoting standardization between allies and possible coalition partners. To provide the combatant commanders a more capable fighting force requires the active participation of national air force elements in progressing international military standardization. The objective of the USAF IMS program is to enable the air forces of the United States, its allies and other friendly coalition nations to operate together in the most effective manner. This objective can be achieved through the closest practical cooperation among these military forces, the efficient use of resources, and the reduction of operational, logistical, technical, and procedural obstacles.

1.1.2. Tools of IMS. International Standardization Agreements (ISAs) form the basis that allows the military forces of friendly nations to operate effectively together. NATO Standardization Agreements (STANAGs) provide one example of a mature process to achieve international standardization. NATO, the Air and Space Interoperability Council (ASIC), and the American, British, Canadian, Australian and New Zealand Armies' (ABCA) Program are three of many fora where international standardization activities are formally progressed. There are many other examples, and new standardization activities should reduce needless duplication of effort by utilizing existing standardization agreements as templates for their efforts.

1.2. The Lead Agent (LA). CJCSI 2700.01 requires the Joint Staff/J-7 to appoint a Department of Defense (DoD) organization to act as the LA for United States (US) participation in international military Rationalization, Standardization, and Interoperability (RSI) bodies. The LA has primary interest in the equipment, doctrine or procedure being standardized, and oversees the selection of principal representatives and participation of all US activity in the IMS process. The Joint Staff, in CJCSI 2700.01, designated USAF as the LA for many IMS bodies. CJCSI 2700.01 also identifies AF/A5XX-ISO as the Office of Record for all USAF Lead Agent ISAs.

1.2.1. USAF IMS Responsibilities. The Defense Standardization Program (DSP) assigns responsibility for the Air Force standardization program through the Office of the Secretary of the Air Force. As established through the authority of the Office of the Secretary of the Air

Force in AFPD 60-1, the Departmental Standardization Office (DepSO) is responsible for all Air Force materiel standardization matters, for those portions of the DSP assigned to the Air Force, and for allocated Lead Agent Office of Primary Responsibility (OPR) responsibilities relating to US implementing documents for materiel ISAs (see AFI 60-101). The DepSO is located within SAF/AQRE.

1.2.2. Authority for USAF International Military Standardization Activities. IAW AFPD 60-1, the AF/A5X is responsible for the International Military Standardization (IMS) Program and for establishing the Air Force International Standardization Office to manage the program, The ISO is located with AF/A5XX.

1.3. IMS Management within USAF. The Air Force International Standardization Office (ISO) develops policy and manages Air Force participation in IMS activities including NATO MCASB, ASIC, ABCA Armies and AUSCANNZUKUS Navies. The ISO administers US participation in those standardization activities identified in CJCSI 2700.01 for which the USAF is LA. To ensure consistent USAF policy and procedures for NATO standardization, the ISO also develops policy and administers the processing of standardization agreements developed within the NATO Air Force Armaments Group (NAFAG) under CNAD, the NATO Fuels and Lubricants Working Group (NFLWG) and Petroleum Handling Equipment Working Group (PHEWG) under NATO Petroleum Committee (NPC), and the NATO Air Traffic Management Committee (ATMC) with associated working groups and panels. To provide a centralized coordination function and reduce duplication of effort, the ISO will also assist as requested the coordination of Air Force IMS activities undertaken by the unified and specified combatant commands, MAJCOMs, numbered Air Forces, direct reporting units (DRUs) or field operating agencies (FOAs).

1.3.1. USAF International Standardization Office. AF/A5XX-ISO is a part of the Air Force Regional Plans & Issues Division (AF/A5XX) and reports to the Director of Operational Planning, Policy and Strategy (AF/A5X). The office contact information is:

Table 1.1. AF/A5XX-ISO Contact Information.

AF/A5XX-ISO
1500 West Perimeter Rd, Suite 3790
Joint Base Andrews NAF, MD 20762
Tel 240-612-4230/4237 (DSN 612-XXXX)
Fax 240-612-2002
Email usaf.pentagon.af-a3-5.mbx.a5xx-iso-workflow@mail.mil

1.3.2. Other USAF Offices. Due to their mutual and complementary responsibilities for international standardization activities, the ISO generally coordinates policy and IMS actions with SAF/AQI for CNAD/NAFAG issues, Air Force Petroleum Agency (AFPA) for NFLWG issues, AF Civil Engineering Center (AFCEC) for PHEWG issues, AF/A3O for ATMC issues, and the DepSO (SAF/AQRE) for DoD and multi-service materiel standardization issues.

1.4. Fundamental Levels. Four levels of standardization are defined to allow policy makers to make practical decisions and the most efficient use of resources concerning IMS. The levels (as defined in Joint Publication (JP) 1-02, JP 3-0, JP 6-0, and NATO publication AAP-6) are listed below:

1.4.1. Interoperability -- 1. The ability to operate in synergy in the execution of assigned tasks. 2. The condition achieved among communications-electronics systems or items of communications-electronics equipment when information or services can be exchanged directly and satisfactorily between them and/or their users. The degree of interoperability should be defined when referring to specific cases. 3. The ability to act together coherently, effectively and efficiently to achieve Allied tactical, operational and strategic objectives.

1.4.2. Compatibility -- The suitability of products, processes or services for use together under specific conditions to fulfill relevant requirements without causing unacceptable interactions.

1.4.3. Interchangeability -- The ability of one product, process or service to be used in place of another to fulfill the same requirements.

1.4.4. Commonality -- A quality which applies to materiel or systems: 1. Possessing like and interchangeable characteristics enabling each to be utilized, or operated and maintained, by personnel trained on the others without additional specialized training. 2. Having interchangeable repair parts and/or components. 3. Applying to consumable items interchangeably equivalent without adjustment. 4. NATO defines commonality as a state achieved when groups of individuals, organizations or nations use common doctrine, procedures, or equipment.

1.5. Practical Limits to IMS. The USAF seeks the highest possible and practical level of standardization with its allies in all areas of IMS. IMS decisions must be flexible and practical. To attempt the highest level of IMS (commonality) when a lower level (compatibility or interchangeability) appears practical or desirable may result in no agreement, or an unprofitable one. At the same time, policy must allow smaller groups of allied nations the flexibility to achieve standardization that may not be obtainable by all nations.

1.6. Basic USAF Policies. The following policies comply with DoD and CJCS policy guidance on international military standardization:

1.6.1. Cooperation. USAF cooperates, to the greatest extent possible, with its allies and the other Services regarding standardization issues.

1.6.2. Standardization Goals. Standardization is not an end in itself, but is a means to increase operational effectiveness among allied military forces to economize resources and enhance military capabilities.

1.6.3. Standardization Scope. Standardization is voluntary at the national decision-making level. Nations should make every effort, however, to maximize the use of limited resources and to standardize equipment and/or procedures which are essential to combined operations.

1.6.4. US Process. The US directs IMS efforts toward producing the most effective execution of combined operational plans. Efforts should achieve the highest level of standardization possible with allied military forces. MAJCOMs, numbered air forces and other agencies frequently deal with other foreign counterparts on a bilateral or multilateral basis.

1.6.4.1. Foreign Agreements. Agreements specifying IMS elements (such as doctrine, procedures or materiel agreements) are often included as part of operation plans (OPLANS) or Memoranda of Understanding (MOU). To maximize economy of effort,

AF/A5XX-ISO can supply templates based on formal ISAs with NATO or other formal IMS organizations to reduce the duplication of effort by those staffs.

1.6.4.2. Standardization of Equipment with NATO Nations. US policy dictates that standardization of equipment with NATO nations is considered when procuring equipment for use by US Armed Forces personnel stationed in Europe or likely to deploy to Europe or in support of NATO operations.

1.6.5. Impact of USAF Subscription to ISA. When USAF subscribes to US-ratified ISAs, it imposes an obligation on the entire USAF to adhere to the terms of the agreement. The USAF accomplishes this by implementing the agreement.

1.6.6. Deviating from US Ratified ISAs.

1.6.6.1. For operational ISAs: Organizations with a requirement that would preclude adherence to a ratified ISA must request specific deviation authorization from AF/A5XX-ISO on a case-by-case basis.

1.6.6.2. For materiel ISAs: Organizations that do not comply with an applicable ratified materiel ISA must notify AF/A5XX-ISO and SAF/AQRE on a case-by-case basis.

1.6.7. Technology Transfer. AF/A5XX-ISO supports the release of technology to countries with which the United States has major security interests when such transfers can strengthen collective security. These transfers must be in accordance with US laws, regulations, and policies.

1.6.8. Constraints to Standardization Activities. Standardization is not appropriate when it would significantly hinder or retard research, materiel development, strategy, tactics and/or operational techniques.

1.6.9. Programs Excluded from IMS. USAF policy, as a rule, excludes the following areas from IMS programs:

1.6.9.1. Classified Data. The US will exchange information classified RESTRICTED DATA or FORMERLY RESTRICTED DATA in accordance with the Atomic Energy Act of 1954. (Do not confuse the term RESTRICTED DATA with the allied countries' use of the term RESTRICTED to denote a level of classification.)

1.6.9.2. Intelligence Systems. Intelligence and counter-intelligence systems, except when a nation offers to loan or share equipment or information.

1.6.9.3. Electronic Countermeasures. Information on the vulnerability of specific weapon systems to electronic countermeasures or electronic counter-countermeasures.

1.6.9.4. Electronic Warfare. Re-programmable digital electronic warfare systems, when those systems depend upon self-contained intelligence data bases.

1.6.9.5. Other Factors. Items other than the above that may assume a highly critical nature with respect to the defense or overall security of the United States, especially the release of information prohibited by AFD 16-2, Disclosure of Military Information to Foreign Governments and International Organizations, or other US laws, policies and instructions.

1.6.10. Information Disclosure. National disclosure policies and DoD and USAF guidance on disclosure matters govern exchange of information in the pursuit of standardization. Patents, copyrights, trade secrets, and proprietary data belonging to the United States, foreign governments, private companies or private individuals must be protected in the exchange of information and equipment according to US law and applicable international agreements.

1.6.11. Equipment Exchange. The Air Force is committed to a vigorous program of experimenting, testing, exercising and evaluating new operational concepts and systems for air and space power. USAF participants will make maximum use possible of Equipment Loans for test and evaluation (such as the ASIC Test Project Agreement Program) authorized by this AFI, the US Arms Export Control Act (22 U.S.C. 2796d) and other agreements. USAF participants will also make maximum use of the Foreign Comparative Testing program (10 U.S.C. 2350a) which authorizes evaluation of foreign military equipment for potential procurement and employment by USAF forces.

Chapter 2

INTERNATIONAL MILITARY STANDARDIZATION ORGANIZATIONS

2.1. Purpose. This chapter provides an introduction to the NATO Military Committee Air Standardization Board, NATO Conference of National Armament Directors (CNAD), Air and Space Interoperability Council (ASIC), American, British, Canadian, Australian (ABCA) Armies and other International Military Standardization (IMS) bodies. There are international civilian governmental, civilian commercial (industry), and military organizations working to standardize a wide array of products, equipment, doctrine and procedures. IMS delegates and organizations must liaise with related standardization bodies to avoid duplication of effort. This chapter describes the three formal IMS organizations with which the Air Force most frequently interacts. It does not list all the IMS and international standardization (IS) organizations and their exclusion from this chapter should not be construed as an indication of lack of importance to Air Force IMS activities.

2.2. NATO Standardization Overview. In 1949, twelve nations chartered NATO. NATO identified a need for standardizing alliance nations' doctrine, tactics and equipment and established its first standardization body – the Military Agency for Standardization (MAS). In 2001, the MAS merged with the Office of NATO Standardization to form the NATO Standardization Agency (NSA). (On 1 July 2014, NSA was reorganized and designated the NATO Standardization Office (NSO)). Within the NSO, there is the Military Committee Air Standardization Board (MCASB) that manages Working Groups dealing with Air Standards. Since then, several other NATO International Staff bodies such as the Conference of National Armaments Directors (CNAD) have included standards development as part of their responsibilities. The NATO Standardization Organization was established in 1995 to develop a NATO Standardization Program (NSP). The *NSA Handbook* provides a good overview of the NSA organizational structure. NATO formulates standardization activities through development and implementation of NATO Standardization Agreements (STANAGs), Standardization Recommendations (STANREC), and Allied Publications (APs). STANAGs, STANRECs, and APs are produced under the overall authority of the Military Committee, the CNAD, and other Council Committees. The NATO publication, AAP-3, *Production, Maintenance and Management of NATO Standardization Documents*, provides common procedures for development and maintenance of these documents.

2.3. NATO Military Committee (MC) Board Structure. Within NATO, both the civilian and military structures develop standardization agreements. The Military Committee, comprised of military representatives of each member nation, is responsible for military standardization policy. The MC is the principal agency concerned with standardization. The MC fosters NATO military standardization within the policy established by the Military Committee and the NATO Standardization Organization, enabling NATO forces to operate together in the most effective manner. NATO MC, created in 1951, has a well-established system for developing ISAs and addressing standardization issues among the member nations.

2.3.1. MC Service Boards. To progress NATO military standardization efficiently, the MC is organized into Single Service Boards (SSB) (Air, Army, Maritime, and Medical) and a Joint Service Board (JSB), each consisting of a permanent chairman, an administrative staff (secretariat) and one Service member appointed by and representing each participating

NATO nation. Currently, the USAF Regional Plans and Issues Division (AF/A5XX) provides the USAF Representative to the NATO MCASB. Each Service Board manages standardization activities within their scope of interests. All Boards pursue standardization activities through working groups (WGs). The WGs formulate standardization agreements (STANAGs) and Allied Publications (APs). The MC promulgates all approved STANAGs and APs, including those sponsored by non-MCASB NATO groups (military and civilian).

2.3.2. MC Service Board Process. The Air, Army, and Naval Boards are in permanent session and meet formally quarterly at NATO Headquarters (HQ NATO), Brussels, Belgium. Service Board members contribute expertise, provide direction to WGs, and present national positions or comments on proposals the MC is processing. Each Board member is primarily responsible to represent their nation on Service board matters. They work directly for their own nation, not NATO MC or the Service Boards.

2.3.3. MC Working Groups (WGs). The Service boards establish WGs as the focal points for IMS activities within their assigned functional area. Working Parties review current and proposed STANAGs and APs, and consider new areas for standardization. A WG consists of a chairman, a secretary, a Service Board representative and delegations from member nations and, sometimes, the NATO Commands. Nations generally nominate officers in the grade of O-6 to O-4, or civilian equivalent, to serve as a WG chairman. The WG chairman has significant international responsibilities in addition to any responsibilities they may concurrently have with the national delegation. Therefore, if a US delegation offers to chair a WG meeting, an O-6 officer or civilian equivalent is the preferred nominee. Depending on the specific WG, an O-5 officer or civilian equivalent may be acceptable, but must be coordinated with AF/A5XX-ISO. Although the chairman is a functional area expert, the chairman is not necessarily a previous member of the WG (i.e. a specialist who has not previously served on the WG but has the requisite skills and professional background may be nominated by a nation to serve as chairman for the specific meeting). The chairman runs the meeting and is responsible for ensuring the WG completes the agenda in the meeting time allotted. The board chairman welcomes the delegates and officially opens the meeting. The secretary provides administrative oversight and corporate memory, since they normally hold their position for 3-4 years. A Service Board representative greets the delegates on behalf of the board, provides the board guidance to the WG, and gives authoritative advice on policies, procedures and specific board guidance. The Head of Delegation (HoD) leads the nation's delegation which may consist of one or more people depending on the WG. (There is no formal rule on how large a delegation can or should be. The HoD makes the determination.) NATO expects delegates will be subject-matter experts and qualified and authorized to represent their nations.

2.3.3.1. WG Meeting Cycle. WGs normally meet every 6-12 months subject to Service Board approval. A WG's Terms of Reference (TOR) governs the tasks and scope of each WG's standardization efforts. The WG reviews the TOR at each WG meeting and amends it if necessary. The responsible Service Board has final approval of the TOR. The responsible board approves and issues a WG Convening Order (CO) several months prior to the WG meeting. The CO contains the meeting agenda, dates, times and place of the meeting and designates who the chairman will be. HoDs receive a copy of the CO. A delegation pre-meeting may be necessary to formulate joint US positions on all agenda

items. It is the responsibility of the HoD (even if delegated to others) to coordinate the delegation pre-meeting and the national comments on agenda items.

2.3.3.2. WG Pre-Meeting Considerations. During the pre-meeting, members of the US delegation should determine if someone will serve on the drafting committee. The WG may discuss certain topics in panels or committees for one or two days. Again, during the pre-meeting, the HoD should let the delegates know who will represent the US in these special sessions. Normally, WGs try to achieve consensus thus increasing the number of nations able to ratify and implement a particular document. When a national delegation accepts responsibility for an action item, the HoD is responsible to ensure the item is completed by the agreed suspense. The HoD should not accept an action item just because no other delegation will do it.

2.3.3.3. NATO Languages. English and French are the official languages for WG meetings and the MCASB provides simultaneous translation. If the US delegation is going to make a presentation at the meeting, the HoD should submit a copy of the speaker's text, if available, to the WG secretary for use by the translators. At the start of the meeting, delegates will form a drafting committee to write the meeting report. The meeting report is the formal record of accomplishments and taskings of the WG.

2.3.3.4. Post-Meeting Report. After the meeting, the Secretary will issue the meeting report and an action item suspense list following Service Board approval.

2.3.4. Head of Delegation (HoD). A HoD leads each nation's delegation at a NATO MCASB WG, NFLWG, and PHEWG. The HoD is the NATO MCASB recognized spokesperson for his or her nation in all WG meetings and activities. The HoD supervises and coordinates all phases of the nation's WG efforts. For NATO MCASB WGs, NFLWG, and PHEWG led by USAF personnel, the AF/A5X is the appointing authority for US HoDs. AF/A5X's authority to appoint HoDs is based on AF/A5X's position as the official international operational standardization representative of the SECAF and AF/A5X's responsibility to implement the USAF IMS program IAW AFPD 60-1. USAF organizations nominate personnel to serve as a HoD through the HoD's supervisor to AF/A5XX-ISO. For reasons of international protocol and the sensitivity of some international subjects, USAF appointed HoDs will generally be either an O-5/6 officer or civilian equivalent. On an exceptional basis, an O-4 or civilian equivalent may be appointed as HoD. A formal appointment letter will be prepared documenting the HoD's appointment as head of the US national delegation. A HoD generally serves as the head of the delegation for as long as they remain associated with a WG, unless a new HoD is appointed by AF/A5X. For any NATO MCASB WGs headed by another US component, that component will coordinate with AF/A5XX-ISO for the nomination and appointment of the HoD. The component will also coordinate with AF/A5XX-ISO for the preparation of appointment letters to be signed by both the AF/A5X and the appropriate tasking authority of the other component. For NAFAG and ATMC HoD appointments they will be appointed by SAF/AQI and AF/A3O-B respectively.

2.4. NATO International Staff International Standardization Activities. The CNAD, Senior NATO Logisticians Conference (SNLC), NATO Command, Control, Communications (NC3) Board, and NATO Petroleum Committee (NPC) are some of the other activities that report directly to the North Atlantic Council (NAC), and can undertake the development or revision of

STANAGs. The Main Armament Groups under the CNAD involved with standardization include: NATO Naval Armaments Group (NNAG or AC/141), NATO Air Force Armaments Group (NAFAG or AC/224), and NATO Army Armaments Group (NAAG or AC/225). In addition, there are Cadre Groups under CNAD: Group of National Directors for Quality Assurance (AC/250), Group of Experts on the Safety Aspects of Transportation and Storage of Military Ammunition and Explosives (AC/258), Group on Standardization of Materiel and Engineering Practices (AC/301), and the Group on Safety and Suitability for Service of Munitions and Explosives (AC/310).

2.4.1. The primary CNAD-subordinate group in which the USAF participates is the NAFAG. The U.S. NAFAG Principal is appointed by SAF/AQ. The NAFAG mission is to enhance the effectiveness of NATO air forces by promoting cooperation, standardization, and interoperability in the area of aerospace armaments through joint activities, information exchange, and materiel standardization agreements. The USAF participates in other CNAD groups as well as panels under the NSO to support the goals of IMS programs or as tasked by OSD.

2.4.1.1. The NAFAG has a subordinate group structure to support its activities. The USAF provides the majority of U.S. representation in these groups.

2.4.1.2. The other MAGs have a subordinate group structure to support their activities. Each MAG has a JCG administratively assigned to it. All of the capability groups are subject to joint participation according to their programs of work. As applicable, the USAF provides participation in these groups.

2.4.1.3. Procedural Guidance. USAF personnel attending meetings of the NAFAG and its subordinate groups will use AFMAN 16-114, *U.S. Air Force Participation in International Armaments Cooperation (IAC) Programs*, to guide their participation:

2.5. Other NATO Organizations Involved in Standardization. The CNAD Tri-Service Group on Communications and Electronics (AC/302) has been disbanded and merged into the NATO C3 Board which will continue C3 standardization activities. The Research and Technology Organization (RTO) created through the merger of the CNAD Defense Research Group (AC/243) and the Military Committee's Advisory Group for Aerospace Research and Development (AGARD) may have limited involvement in IMS in the future.

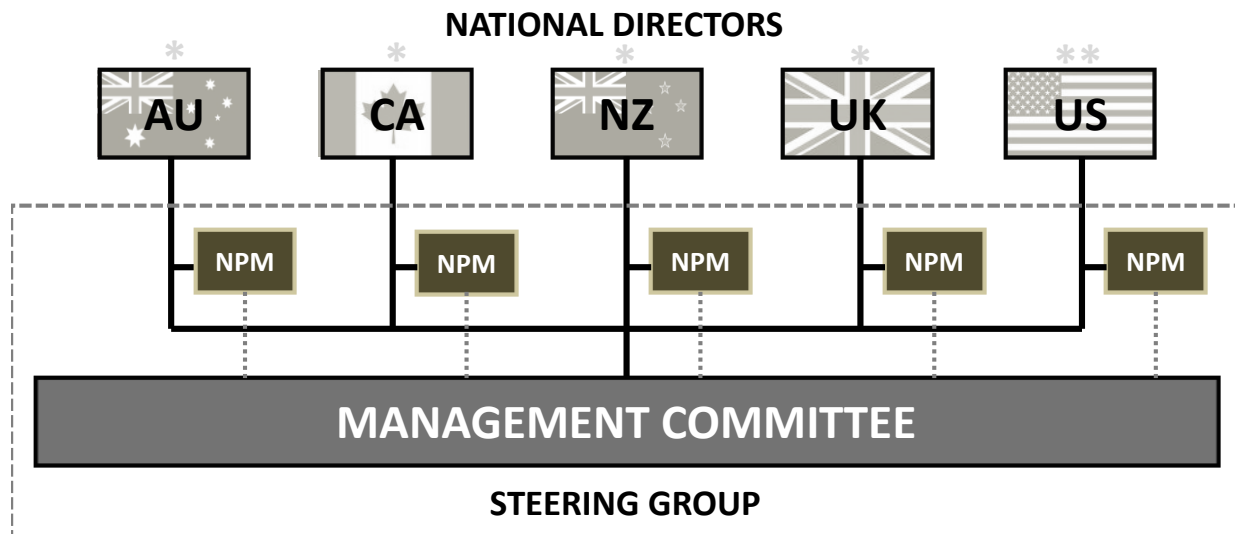
2.6. Air and Space Interoperability Council (ASIC) Overview. ASIC is a five-nation (Australia [AU], Canada [CA], New Zealand [NZ], United Kingdom [UK], and United States [US]) organization with responsibility for identifying and eliminating the material and technical obstacles to the fullest cooperation among the member nation's air forces and to obtain the greatest possible economy in the use of combined resources and efforts. ASIC, formed in 1948 and originally called the Air Standardization Coordination Committee (ASCC) until 2005 predates NATO. The ASIC mission is: to enhance current and future coalition war fighting capabilities through air and space power interoperability. Unlike NATO, a mutual defense treaty does not back ASIC and the ASIC has no designated geographic area of responsibility. ASIC formulates ISAs with worldwide applicability in mind. The ASIC equivalent to a NATO STANAGs is an Air Standard (AIR STD). All published AIR STDs, other than those which must be withheld for security reasons, are sent to the NATO MCASB. Many are subsequently adopted as NATO STANAGs. Similarly, some ASIC AIR STDs are derived from STANAGs that are considered suitable for adoption by the ASIC air forces. A close liaison naturally exists

between ASIC and NATO MCASB since three of the five ASIC nations (US, UK & CA) are NATO members and many of the ASIC WG delegates from these countries are also NATO MCASB WG delegates. This close liaison reduces duplication of effort and leads to economy of resources. ASIC includes both international and national elements:

2.6.1. National management levels of ASIC. The management levels include the National Directors, National Program Managers (NPM), Management Committee (MC), Heads of Delegation (HoD), and Working Groups (WG) or Steering Group (Figure 2.1). The WGs are Agile Combat Support (ACS), Air Mobility (AM), Aerospace Medical Group (ASMG), Command/Control & Intelligence, Surveillance, and Reconnaissance (C2&ISR), Force Application (FA), Force Protection (FP), and Fuels Group (FG).

2.6.1.1. National Directors (NDs). Each member nation appoints a General Officer, typically at the one or two-star level to represent their Chief of Staff as the ND. The NDs meet annually to formulate policy, direct the activities of the ASIC organization, issue directives to the WGs, and resolve standardization problems. The US's ASIC National Director is AF/A5X. The ASIC US National Director is appointed by the USAF Chief of Staff as the USAF official standardization representative and AF/A5X is recognized by the USAF DepSO through AFD 60-1 as the USAF military standardization official. AF/A5X is the National Director for all the air forces of the US -- USAF and USN. AF/A5X will coordinate with sister Services for standards that will affect aviation.

Figure 2.1. Management Level Organizations.

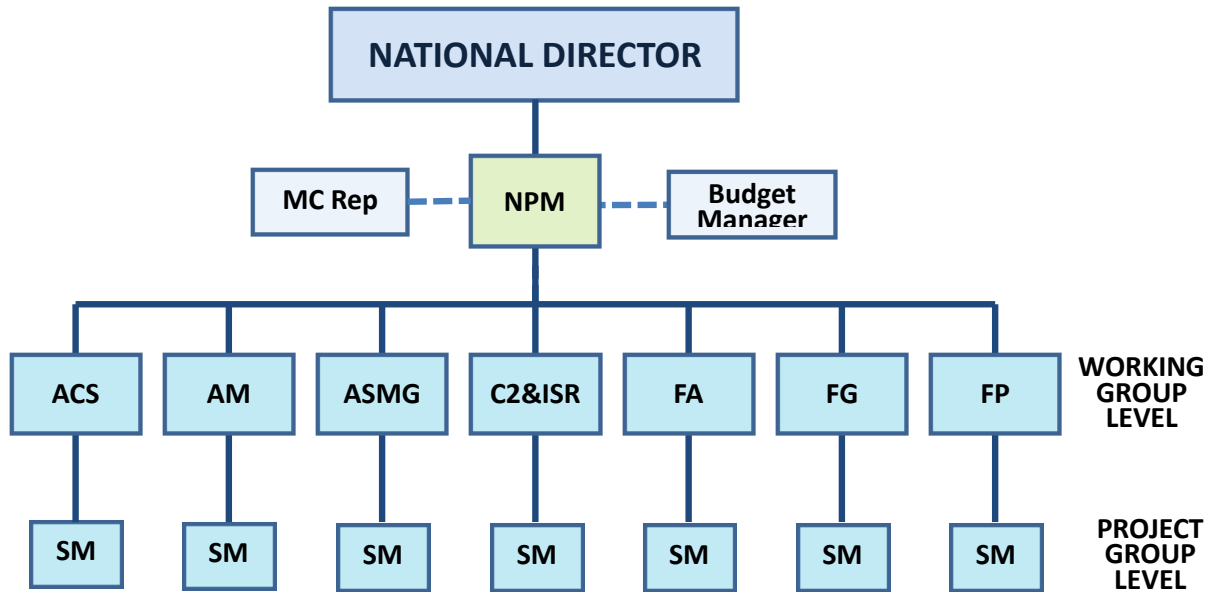


2.6.1.2. Management Committee (MC). The MC serves as the executive secretariat of the organization. The MC provides day-to-day management of ASIC activities. It sits in permanent session at HQ USAF and shares office facilities with AF/A5XX- ISO. The MC membership includes national air force representatives (usually a lieutenant colonel or equivalent grade officer) from each member nation. Each member will serve as the Chair for at least one WG, each member has the authority to manage and coordinate that WG's actions and progress, both during and between meetings. Each member is also assigned a secretarial function for another WG. For complete listing of MC responsibilities, refer to *Air STD C2ISR 1074, ASIC Instructions*.

2.6.1.3. Working Groups (WGs). The MC provides a Chairman and Secretary to the WGs. ASIC member nations send a delegation, composed of the HoD, Subject Matter Experts (SMEs), and representatives of other Services and defense agencies, to WG meetings (**Figure 2.2**). ASIC sponsors WGs covering aspects of air operations procedures, doctrine, materiel, and support facilities. These WGs are the ASIC focal points for developing standardization agreements called Air Standards (AIR STD), Advisory Publications (ADV PUB), Information Publications (INFO PUB) and exchanges of equipment under the Test Project Agreement (TPA) Program.

Figure 2.2. Working Group Level.

2.6.2. National Elements of ASIC. In addition to the ASIC ND, the national elements include the NPM, HoDs, SMEs, Project Leads (PL), and representatives of other Services or agencies (**Figure 2.3**).

Figure 2.3. National Organization.

2.6.2.1. National Program Manager (NPM). Each participating national Air Force appoints an NPM responsible directly to his or her respective ASIC national director for the ASIC program on a national basis. The US Department of the Navy (DoN) appoints a program manager (PM) to interact on the DoN's behalf. The NPMs meet at least annually with the ASIC MC to resolve questions of standardization policy and review the progress of ASIC. The USAF ASIC member is the Chief, International Standardization Office (AF/A5XX-ISO).

2.6.2.2. Heads of Delegation (HoD). A HoD is a senior officer or civilian appointed to supervise one or more WGs and related WG activities at the national level. The HoD is the sole national spokesperson for their nation and leads the national delegation at WG meetings. AF/A5X is the appointing authority for all HoDs for USAF IMS activities. AF/A5X's authority to appoint HoDs is based on AF/A5X's position as the official standardization representative of the USAF Chief of Staff (as ASIC US National Director) and AF/A5X's responsibility to implement the USAF IMS program delegated by the AF DepSO in AFPD 60-1 and AFI 60-101. Organizations nominate personnel to serve as a HoD through the HoD's supervisor to AF/A5XX-ISO. For reasons of international protocol and the sensitivity of some international subjects, USAF appointed HoDs will generally be either an O-5/6 officer or civilian equivalent. On an exceptional basis, an O-4 or civilian equivalent may be appointed as HoD. A formal appointment letter will be prepared documenting the HoD's appointment as head of the US national delegation. A HoD generally serves as the head of the delegation for as long as they remain associated with a WG, unless a new HoD is appointed by the US National Director. For any ASIC WGs headed by another US component, that component will coordinate with AF/A5XX-ISO for the nomination and appointment of the HoD. The component will also coordinate with AF/A5XX-ISO for the preparation of appointment letters.

2.7. ASIC Working Group. A WG consists of a Chairman (Ch), Secretary, and national delegations. WGs normally meet every 12-18 months with meetings lasting five duty days. The location rotates among the five nations. The WG Ch, a member of the Management Committee, provides administrative oversight during the meeting, monitors WG progress between the meetings and makes recommendations to the National Directors on the future direction of the WG. The NDs approve the ND Task List for each WG which provides specific guidance, tasks and WG scope. The HoD may hold a pre-meeting with the US delegation to develop a joint national position on each agenda item prior to the actual meeting or may develop national positions secretari ally. Two documents explain the ASIC structure and administrative procedures, and are invaluable for any HoD, NPM, or ASIC WG delegate. The Management Committee (MC) issues *ASIC Instructions (Air STD C2ISR 1074)* covering administrative details, WG meeting guidelines, development of ASIC IMS documents and sample formats for all ASIC documentation. The *ASIC National Directors' Meeting Report* produced annually by the ASIC MC, contains the National Directors' yearly direction for ASIC as a whole, specific directives for each ASIC WG and details of each WG's members, projects and ISAs.

2.8. Standardization Organizations similar to ASIC. Part of the MC's or delegates' duties may include liaising with other standardization organizations. Here are other major groups and a short description of what they do and points of contact for more information.

2.8.1. American, British, Canadian, Australian and New Zealand Armies' Program (ABCA). ABCA is an IMS organization similar to the ASIC, which focuses on the Five Armies working together to optimize coalition interoperability between land forces. Like ASIC, ABCA originated as a result of the close cooperation that developed between the Allied Armies during World War II. This relationship was formalized in 1947 when the Plan to Effect Standardization was initiated between the Armies of the United States, United Kingdom and Canada. The ABCA Program was formally established on 12 December 1949, and in 1954, the plan was progressed into the Basic Standardization Concept. In 1963, Australia joined the organization, and in 1964, the *Basic Standardization Agreement (BSA 64)* was ratified by the four participating Armies. *BSA 64* serves as the current legal foundation for the ABCA Program. New Zealand gained observer status in 1965 and was admitted as a full program member in 2006. The USMC became associate members within the US delegation in 2004. ABCA WGs are known as Quinquartite Working Groups (QWGs) and they develop and promulgate agreements called Quinquartite Standardization Agreements (QSTAGs). The US Army Materiel Command manages US participation in ABCA. USAF receives proposed QSTAGs, QWG meeting agendas and minutes called MFRs for review and comment. The Army uses these USAF comments (called a position) to formulate the joint US position to ABCA. The USAF limits its involvement in ABCA Armies to those QWGs concerned with air power issues. The *ABCA Armies Standardization Program Handbook* contains more details on the organization and its functions.

2.8.2. Australia, Canada, New Zealand, United Kingdom, United States Navies (AUSCANNZUKUS). Designed to promote interoperability between naval forces, AUSCANNZUKUS is also an IMS organization similar to ASIC. The aim of this organization is to ensure allied naval units have sufficient command, control, and communications (C3) interoperability to be able to participate effectively in all forms of combined naval operations. All members of AUSCANNZUKUS are part-time with the exception of the Permanent Secretary. The Permanent Secretary position is a rotational

billet, shared between Canada, Australia, United Kingdom, and New Zealand. The Secretary is located in the Pentagon. The *AUSCANNZUKUS Handbook 1* contains more detailed information.

2.8.3. Combined Communication Electronic Board (CCEB). The CCEB membership includes the heads of the respective national military inter-service communications-electronics (CE) organizations of AS, CA, NZ, UK and US. The board is responsible for coordinating military CE requirements referred to it by a participating nation. The ASIC MC and the CCEB Washington Staff maintain a liaison, review each other's reports and documents, identify CE matters that might be significant to the other organization and meet to discuss items of mutual interest. The Joint Staff's Military Communications Electronic Board (affiliated with J-6 - Director for C4) administers the US participation in the CCEB.

2.8.4. The Technical Cooperation Program (TTCP). TTCP is an agreement between the same countries as ASIC to share defense research and development technology encompassing pure and applied research and exploratory development. TTCP conducts its business through a series of technology oriented groups which often have Service representatives. USAF liaison with TTCP usually occurs through MC/Project Officer contact within national research agencies and with Service representatives on groups. SAF/AQI manages the USAF participation in TTCP.

Chapter 3

RESPONSIBILITIES OF PARTICIPANTS IN INTERNATIONAL MILITARY STANDARDIZATION

3.1. Purpose. The IMS process involves many people and organizations at the national and international level. A large part of USAF success in IMS will depend upon proper coordination with national and international participants and organizations. This chapter outlines the roles and responsibilities of the IMS participants and organizations.

3.2. All AF personnel involved in IMS. All AF personnel involved in IMS shall obtain authorization to release classified and unclassified U.S. information to foreign personnel.

3.3. SAF/IA. SAF/IA shall:

3.3.1. Serve as Office of Primary Responsibility for NATO International Staff International Standardization Activities.

3.3.2. Provide final approval of all Equipment Loan agreements.

3.4. SAF/IAPQ (AF International Cooperative Programs Office). SAF/IAPQ (AF International Cooperative Programs Office) shall:

3.4.1. Review draft Equipment Loan agreements and supporting memorandums.

3.4.1.1. Staff draft loan agreements with appropriate HQ USAF offices

3.4.1.2. Initiate negotiations and develop loan agreements for the USAF.

3.5. SAF/IAPD (Disclosure Office). SAF/IAPD (Disclosure Office) shall:

3.5.1. Review draft Equipment Loan agreements and supporting memorandums.

3.5.2. Provide disclosure guidance to AF personnel involved in IMS.

3.5.3. Specify in visit authorization documents which level of U.S. information may be viewed by foreign nationals when foreign national submits a visit request.

3.6. SAF/AQ. SAF/AQ shall:

3.6.1. Appoint the US National Representative to the NATO Air Force Armaments Group (NAFAG).

3.7. SAF/AQI. SAF/AQI shall:

3.7.1. Be responsible for overall U.S. participation in NAFAG. Specific information on NAFAG, including nomination of U.S. representatives, is contained in AFMAN 16-114, *U.S. Air Force Participation in International Armaments Cooperation (IAC) Programs*.

3.7.2. Manage AF participation in The Technical Cooperation Program.

3.7.3. Coordinate with AF/A5XX-ISO on CNAD/NAFAG matters.

3.8. Air Force Departmental Standardization Office (SAF/AQRE). Air Force Departmental Standardization Office (SAF/AQRE) shall:

3.8.1. Coordinate on development, ratification, and implementation plans of materiel ISAs to assure they meet DSP and USAF standardization policy and acquisition needs and perform allocated Lead Agent Office of Primary Responsibility (OPR) responsibilities relating to US implementing documents for materiel ISAs.

3.8.2. Support AF/5XX-ISO, when requested, in identifying and appointing engineering-related HODs and members of delegations for working groups that develop materiel ISAs.

3.9. SAF/GCI. SAF/GCI (Deputy General Counsel responsible for international and civil aviation matters) shall:

3.9.1. Review draft Equipment Loan agreements and supporting memorandums.

3.10. Deputy Chief of Staff for Operations, Plans and Requirements, AF/A3/5. Deputy Chief of Staff for Operations, Plans and Requirements, AF/A3/5, is responsible for the Air Force IMS Program and the management of operational capability requirements.

3.11. Director of Operational Planning, Policy and Strategy, AF/A5X. Director of Operational Planning, Policy and Strategy, AF/A5X, will manage and direct the accomplishment of IMS and will serve as the US National Director of the Air and Space Interoperability Council (ASIC). AF/A5X shall:

3.11.1. Serve as U.S. ASIC National Director--official standardization representative.

3.11.2. Serve as National Director for all the air forces of the U.S.--USAF and USN.

3.11.3. Manage and direct the accomplishment of IMS.

3.11.4. Have signature authority for NATO MCASB, NFLWG, and PHEWG IMS documents.

3.11.5. Have signature authority for ASIC IMS documents.

3.11.6. Appoint Heads of Delegation to NATO MCASB Working Groups, NFLWG, and PHEWG.

3.12. Regional Plans and Issues Division, Directorate of Operational Plans and Joint Matters, Deputy Chief of Staff for Air and Space Operations, AF/A5XX. Regional Plans and Issues Division, Directorate of Operational Plans and Joint Matters, Deputy Chief of Staff for Air and Space Operations, AF/A5XX will establish the International Standardization Office (ISO) that will manage Air Force participation in IMS programs for which the Air Force is the lead agent in accordance with DoDI 2010.06 and CJCSI 2700.01. When the AF is not the lead agent, the ISO will administer the coordination for ratification and implementation of ISAs for all other IMS bodies in which the Air Force participates. The ISO will interface with the DepSO in the development, ratification and implementation of all materiel ISAs.

3.13. Air Force International Standardization Office (ISO) (aka AF/A5XX-ISO). Air Force International Standardization Office (ISO) (aka AF/A5XX-ISO) shall:

3.13.1. Act as the Office of Record, manage, and administer US participation in those standardization activities identified in CJCSI 2700.01 for which the Air Force is LA.

3.13.2. Develop policy, manage, and administer USAF participation in IMS activities including NATO MCASB, ASIC, ABCA Armies, and AUSCANNZUKUS Navies.

- 3.13.3. Develop policy and administer the ratification processing of ISAs developed within the NAFAG, NATMC, NFLWG, and PHEWG.
- 3.13.4. Assist, as requested, the coordination of Air Force IMS activities undertaken by the unified and specified combatant commands, MAJCOMs, numbered Air Forces, direct reporting units (DRUs) or field operating agencies (FOAs).
- 3.13.5. Coordinate policy and IMS actions with AF DepSO (SAF/AQRE) for DoD and multi-service materiel standardization issues.
- 3.13.6. Serve as the US national representative to the Air Board and, as a minimum, perform the functions listed in the NATO Military Agency for Standardization Administrative Instructions (MASAI) for Service Board members.
- 3.13.7. Formulate and present US positions, act as the chief negotiator, national voting member and single point of contact with the NATO MCASB and Air Board on all relevant IMS activities and promote US positions.
- 3.13.8. Assign and approve members of U.S. delegations to NATO MCASB, NFLWG, PHEWG, and ASIC international standardization working parties; including Technical Assistants or Advisors, Heads of Delegation, Subject Matter Experts, and Principal U.S. representatives
- 3.13.9. Prepare and distribute MCASB correspondence and MCASB and NAFAG IMS documents to US Action Offices and HQ USAF/A5XX-ISO, as required.
- 3.13.10. Coordinate with SAF/AQI on CNAD/NAFAG matters.
- 3.13.11. Serve as MCASB Air Board primary representative to selected WGs on behalf of the Air Board.
- 3.13.12. Act as the administrative agent and primary advocate for USAF participation in the ASIC, NATO MCASB, AUSCANNZUKUS and ABCA IMS programs.
- 3.13.13. Establish policy, give guidance and manage USAF participation in these IMS programs as well as assist MAJCOMs, numbered Air Forces and others with the development of ISAs.
- 3.13.14. In conjunction with SAF/IAPQ, administer ASIC Equipment Loan Programs (generally referred to as Test Project Agreements).
- 3.13.15. Monitor and evaluate participation in IMS organizations to make sure US and USAF meet their objectives.
- 3.13.16. As the Office of Record for US participation in ASIC, NATO MCASB, maintain files on agreements, policy, procedural documents, and general correspondence.
- 3.13.17. Liaison with other International Military Standardization (IMS) agencies. Maintain liaison with the USAF Departmental Standardization Office and other Services on international standardization activities.
- 3.13.18. Provide the USAF Representative to NATO MCASB.

3.13.19. Provide the USAF representative to the ASIC Management Committee. Also, USAF will provide office space and local office logistics support to the ASIC Management Committee.

3.13.20. Support to IMS Activities. In support of IMS activities and US IMS Working Group delegations, AF/A5XX-ISO will:

3.13.20.1. Ensure as much as practical, IMS responsibilities for materiel ISAs are assigned to the Standardization Management Activities (SMAs) listed in the Defense Standardization Program (DSP) Standardization Directory (SD-1).

3.13.20.2. Coordinate the assignment of USAF Action Offices for those IMS activities not assigned a permanent USAF presence.

3.13.20.3. Train and provide guidance to USAF IMS delegates and Action Offices.

3.13.20.4. Coordinate the assignment of individuals to be NATO MCASB HoDs.

3.13.20.5. Review WG (or panel or group) reports, agenda, directives and other correspondence to ensure timely action and dissemination of information.

3.13.20.6. Track USAF IMS suspense action items and maintain a suspense listing.

3.13.21. Provide TDY funding for the HoDs, NPM, and MC rep assigned to HQ USAF, the Secretary of the Air Force (SAF), Chief of Staff of the Air Force (CSAF) direct reporting units (DRUs), and HQ USAF Field Operating Agencies (FOAs) to attend NATO MCASB and ASIC WG meetings. When funding is available from the USAF DepSO and/or HQ USAF/A5X, A5XX-ISO will also provide TDY funding for all other USAF assigned HoDs and SMEs to attend official IMS WG international meetings.

3.13.22. Forward US or USAF positions and comments on standardization matters (as required) to the proper coordinating agency -- NATO MCASB, ASIC, US Navy, US Army, SAF/AQ, and SAF/IA.

3.13.23. Secure the assistance of and liaise with the USAF DepSO to:

3.13.23.1. Ensure Action Offices of all US Services appropriately support and participate in international meetings, studies and projects.

3.13.23.2. Identify USAF funding requirements for USAF participation in IMS activities by submitting an annual budgetary requirements report for AF/A5XX-ISO IMS activities.

3.13.23.3. Respond to evolving IMS initiatives and queries.

3.13.23.4. Coordinate assignment of international Standardization Management Activities (SMAs).

3.13.24. As designated in the SD-1, function as a Standardization Management Activity (SMA) to process all USAF related IMS documents sponsored by NATO MCASB, NFLWG, PHEWG, NAFAG, and the ASIC, including NATO STANAGs in the 3000 and 7000 series as listed in the Acquisition Streamlining and Standardization Information System (ASSIST) at <https://assist.dla.mil/online/start>. Other IMS documents may be processed on a case-by-case basis.

3.13.25. Coordinate ratification requests for NATO ISAs with sister Services and internal USAF organizations. Note: Nations ratify while Services and Defense Agencies subscribe.

3.13.26. Coordinate with LeMay Center at 401 Chennault Circle, Maxwell AFB AL 36112; <http://www.au.af.mil/au/lemay>, for ratification requests concerning doctrine.

3.13.27. Task NATO MCASB delegates/Action Offices, Army, or Naval Board WG or an ABCA QWG or other IMS activity to formulate a USAF ratification position on a particular IMS document.

3.13.28. Ensure U.S ratification positions include a position for all three Service components – land, sea and air.

3.13.29. Appoint U.S. project officers to work Loan Requests (ASIC TPAs) and shall coordinate appointment with appropriate HoD.

3.13.30. Assist in staffing approval on all CTPAs and TPAs.

3.13.31. Coordinate draft Equipment Loan agreements and supporting memorandums with HoD and project officer.

3.13.32. Submit draft Equipment Loan agreements to SAF/IAPQ (AF International Cooperative Programs Office).

3.13.33. Send SAF/IA-approved Equipment Loan Agreements to allied signature for their signature.

3.13.34. Authorizes project officer to ship equipment once borrowing nation has signed Equipment Loan agreement.

3.13.35. Obtain from SAF/IAPD extended visit authorizations for allied personnel assigned to ASIC MC.

3.14. Director of Operations, AF/A3O. Director of Operations, AF/A3O will manage US participation in the NATO Air Traffic Management Committee (ATMC) and will interface with the ISO for US ratification coordination of ATMC ISAs.

3.15. Air Force Petroleum Agency, AFPA/PTPS. Air Force Petroleum Agency, AFPA/PTPS will manage US participation in the NFLWG and interface with the ISO for HoD assignment and US ratification coordination of ISAs. (T-0)

3.16. Air Force Civil Engineering Center, AFCEC will manage US participation in the PHEWG and interface with the ISO for HoD assignment and US ratification coordination of ISAs. (T-0)

3.17. Major Commands (MAJCOM). MAJCOMs are responsible for evaluating and implementing the ISAs to which USAF subscribes. MAJCOMs shall:

3.17.1. Provide support and representation, as directed by HQ USAF, for USAF participation in IMS activities. (T-0)

3.17.2. Comment on Draft ISAs. Provide MAJCOM comments and positions on pending ISAs to the HoD or NPM as requested. (T-0)

3.17.3. Implement ISAs. Implement all US ratified standardization agreements which affect their operations. (T-0)

3.17.4. Requests for Deviation from US Ratified ISAs. MAJCOMs will refer requests for authorization to deviate from an IMS operational agreement to HQ USAF/A5XX-ISO. (T-0)

3.17.5. Promote MAJCOM IMS Objectives. Recommend to the proper HoD, SME, , HQ USAF/A5XX-ISO any proposed standardization study or project that promotes IMS objectives. (T-3)

3.17.6. Funding. Provide TDY funds for IMS delegates assigned to HQ MAJCOMs to attend working group meetings as necessary. (T-2)

3.18. Lead Agent (LA). Air Force, as designated in CJCSI 2700.01 and appointed by Joint Staff/J-7, shall be the Lead Agent for the following, to include working groups/panels that fall under each:

3.18.1. ASIC

3.18.2. NATO MCASB

3.18.3. NATMC

3.18.4. NFLWG

3.18.5. PHEWG

3.18.6. NAFAG

3.18.7. Some working groups/panels under Chiefs of Military Medical Services in NATO. Additionally, LA shall:

3.18.8. Keep interested Services, commands and agencies informed at appropriate milestones.

3.18.9. Coordinate and collate comments of interested parties.

3.18.10. Sending the final draft document to interested parties for subscription.

3.18.11. Inform the IMS organization of the details of the US ratification decision.

3.19. Heads of Delegation. Heads of Delegation lead each nation's delegation at Working Groups. HoDs shall:

3.19.1. Coordinate the delegation pre-meeting and national comments on agenda items. (T-0)

3.19.2. Supervise and coordinate all phases of U.S. Working Group efforts. (T-0)

3.19.3. Be nominated by their management to AF ISO. (T-0)

3.19.4. Identify subject matter experts. (T-2)

3.19.5. Oversee U.S. involvement in developing and negotiating ISAs. U.S. Joint Publications related to WG documents must be the basis for U.S. IMS positions as stipulated by CJCSI 2700.01. (T-0)

3.19.6. Serve as Equipment Loan focal point. (T-0)

3.19.7. Provide AF/A5XX-ISO with information that will be used to prepare draft Equipment Loan agreements and supporting memorandums. (T-0)

3.19.8. Ensure borrowing nation submits a certificate of destruction for all equipment tested in Equipment Loan program. (T-0)

3.19.9. Monitor equipment test progress for duration of loan period for any equipment loaned in accordance with an approved Equipment Loan agreement. (T-0)

3.19.10. When hosting a meeting, coordinate all meeting activities with hosting facility, AF/A5XX-ISO, each nation's delegation and appropriate international agency (NATO MCASB or ASIC MC). (T-0)

3.19.11. When hosting a meeting, shall complete all security and clearance arrangements before the meeting to include coordination through SAF/IAPD or local disclosure authority for release of Air Force information. (T-0)

3.19.12. When hosting a meeting, inform each allied delegation of any added or planned visits so that foreign clearance request may include such information. (T-0)

3.19.13. When hosting a meeting, arrange for administrative support including meeting facilities, secretarial services (typing and document reproduction) lodging, dining, local transportation, area information packages, local area maps and simultaneous interpretation (translation), as required. (T-1)

3.19.14. Identify an implementing document and implementation date when tasked to formulate a U.S. national or Air Force position. (T-0)

3.19.14.1. Inform the national document's Preparing Activity which IMS agreement the national document implements. (T-0)

3.19.14.2. Ensure, in coordination with USAF DepSO for materiel agreements, the Preparing Activity completes any implementing document revisions by the international standardization agreement's implementation date. Update to the national document shall include references to and provisions of the IMS agreement. (T-0)

3.19.15. Shall contact their allied counterparts directly to ensure the proper test equipment; ancillary equipment and support are addressed in TPAs, CTPAs, or ISAs. (T-0)

3.20. US ASIC MC Representative. US ASIC MC Representative shall:

3.20.1. Collect/coordinate appropriate Service responses to ratification requests.

3.20.2. Formulate the U.S. (Air Force, Army, Marine Corps, Navy and appropriate Defense Agencies) ratification position and forward completed ratification instruction package to AF/A5XX-ISO.

3.20.3. Inform AF/A5XX-ISO if delays are anticipated when submitting positions. MC reps may consider submitting a U.S. ratification position reflecting "non-subscription" for an individual military Service if that Service is more than thirty days tardy.

3.20.4. Monitor equipment test progress for duration of loan period for any equipment loaned in accordance with an approved Equipment Loan agreement.

3.20.5. Identify an implementing document and implementation date when tasked to formulate a U.S. national or Air Force position.

3.20.5.1. Inform the national document's Preparing Activity which IMS agreement the national document implements.

3.20.5.2. Ensure the Preparing Activity completes any implementing document revisions by the international standardization agreement's implementation date. Update to the national document shall include references to and provisions of the IMS agreement.

3.21. Action Offices. HQ USAF/A5XX-ISO will assign offices, known as Action Offices, with overall USAF responsibility for specific functional areas to provide HoDs, SMEs and IMS representatives. Action Offices will be sourced from appropriate offices and agencies of the SAF, Air Staff, MAJCOMs, FOAs and DRUs. Action offices will:

3.21.1. Nominate qualified individuals as HoDs or SMEs for NATO MCASB Air Board and ASIC WGs by letter to HQ USAF/A5XX-ISO when requested. Also notify HQ USAF/A5XX-ISO of the names of other IMS representatives as required. (T-0)

3.21.2. Arrange with HQ USAF/A5XX-ISO for the indoctrination and training of HoDs, SMEs and other IMS delegates and representatives. (T-0)

3.21.3. Fund TDY travel for IMS delegates and representatives to attend WG meetings, if required and funds are available. (T-2)

3.21.4. Ensure delegates and representatives work IMS action items in a timely manner. (T-2)

3.21.5. Formulate and provide USAF positions on NATO MCASB Army and Naval Board WGs, ABCA QWGs activities and other IMS issues when tasked by HQ A5XX-ISO. (T-0)

3.21.6. Identify an implementing document and implementation date when tasked to formulate a U.S. national or Air Force position. (T-0)

3.21.6.1. Inform the national document's Preparing Activity which IMS agreement the national document implements. (T-2)

3.21.6.2. Ensure the Preparing Activity completes any implementing document revisions by the international standardization agreement's implementation date. Update to the national document shall include references to and provisions of the IMS agreement. (T-2)

3.22. Other IMS Delegates and Subject Matter Experts. Delegates who are not the HoD, MC rep, or NPM but are members of a WG delegation, have many of the same responsibilities as the HoD. Other IMS Delegates shall:

3.22.1. Provide technical and administrative support to the HoD or MC rep for WG meetings as directed by the HoD or NPM. (T-2)

3.22.2. Participate in discussions at meetings as directed by the HoD or NPM. Coordinate all planned actions with the HoD, MC rep, or NPM in advance. (T-2)

3.22.3. Assist the HoD, MC rep, or NPM in completing action items required as a result of a meeting or report. (T-2)

3.22.4. Provide HoD or NPM with Service or Agency subscription position as required. (T-2)

3.22.5. Designate appropriate implementation document and implementation data as required. (T-0)

3.22.6. Research and or maintain the current status of US implementing documents and ISAs. (T-0)

3.22.7. Provide TDY funds when attending a WG meeting, if funding is available and not provided by AF/A5XX-ISO. (T-0)

3.23. ISA Document Custodians. ISA Document Custodians shall ensure ISAs are properly documented in national implementing documents. (T-0)

Chapter 4

THE INTERNATIONAL MILITARY STANDARDIZATION PROCESS

4.1. Purpose. Each organization has different procedures for developing and ratifying ISAs. However, the overall processes are similar. This chapter describes in general terms the NATO and ASIC document creation processes.

4.2. Developing ISAs. Development of an IMS agreement begins with a proposal to standardize a particular aspect of multinational operations, a specific weapon system or system component, or a logistical support item or process. The purpose of standardization is to increase operational effectiveness and/or economize effort.

4.2.1. NATO Proposal System. NATO MCASB uses the proposal system to develop NATO Standards. Any NATO Nation or Major NATO Command can submit a proposal for standardization to the MCASB. The appropriate Service Board will check the proposal for duplication of effort, military necessity and adherence to the organization's policy. This validation process is accomplished through the use of a validation questionnaire sent to the nations. At this point, nations and MNCs provide their inputs. If sufficient consensus exists on the need to develop a standard, the Service Board will task the WG to develop a STANAG or AP. Alternatively, the proposal validation process can be accomplished during a WG meeting. In this case, the validation questionnaire is provided to the Service Board with a recommendation. If the proposal passes the validation process, the Service Board will open a Study, assign a Study number, and appoint a custodian. From this point, the WG becomes the focal point for developing the IMS agreement, known at this stage as a Study. The Service Board will appoint a custodian to gather inputs from other national delegates and draft a NATO Standard. HoDs and custodians should refer to NATO Allied Administrative Publication 3 (AAP-3), *Procedures for the Development, Preparation, Production and the Updating of NATO Standardization Agreements and Allied Publications*, and Military Agency for Standardization Administrative Instruction (MASAI).

4.2.2. ASIC Project System. ASIC uses a project system to develop Air Standards and Advisory Publications. A member nation (or National Director) can propose the creation of a project to evaluate the extent or need for further standardization in a particular area. The proposed project covers a specific topic in the WG purview according to the WG's Directive. Each nation validates the need for the project. Once approved, each nation appoints a member of the national delegation as project officer to study the subject. One of the nation's project officers will also serve as custodian for the project and any AIR STDs or ADV PUBs developed under the project. The custodian will lead the project development effort and compile revisions and updates to the AIR STD or ADV PUB. For more details on development of ASIC agreements and the project system see the ASIC Instructions.

4.2.3. Custodian of ISA. A USAF delegate assigned as the custodian of an ISA is key to developing the agreement and keeping it current through revisions or amendments. When in the preliminary stages of developing an agreement, revision or amendment, the custodian must coordinate directly with the delegates from the other nations and the US Air Force Terminologist. The HoD, MC rep, NPM or custodian should send an information copy of correspondence with other nations to AF/A5XX-ISO to update the action item suspense list.

The custodian must take particular care to ensure ISAs are properly documented in national implementing documents.

4.2.4. National Review. Once the custodian or project officer(s) drafts an IMS agreement, they send it to each national HoD or MC rep from the WG requesting the other nations review and comment on the draft. The custodian or project officer incorporates these comments into a second draft and sends it to the HoDs or MC rep for review and comments again. This draft and review process may take several cycles before the proposed IMS agreement is acceptable to all or most of the nations. Frequently, (for NATO IMS documents) the final Study Draft or proposed Ratification Draft is reviewed by the WG in session prior to delivery to the tasking IMS authority. When the document is acceptable to all or most of the nations, the WG turns the document over to the tasking IMS authority (NATO MCASB Service Board or ASIC MC).

4.2.5. Ratification Review. The IMS authority circulates the IMS agreement to the nations and when a sufficient number, as determined by the IMS authority, have returned their national ratification details, the tasking authority promulgates and publishes the IMS agreement. The custodian or project officer keeps the document current by drafting revisions and amendments when needed. WGs continually review promulgated ISAs for validity.

4.2.6. NAFAG Process for IMS Review. Within NAFAG the development of STANAGs is the responsibility of the AIR Group cognizant of related activity. When a NAFAG AIR Group undertakes development of a STANAG, a working group is typically formed to prepare the agreement. After the AIR Group is satisfied with the proposed STANAG it is provided to the Defense Support Division of the International Staff for ratification processing.

4.2.7. Cover-sheeting. Occasionally, one IMS organization will adopt another standardization organization's or member nation's agreement in its entirety in a process known as "cover-sheeting." The standard in question may be from a military, industrial, governmental, or international commercial standardization organization. For example, ASIC might take a NATO STANAG and reissue it with a cover-sheet designating it as an ASIC AIR STD. ASIC, NATO, and ABCA all cover-sheet ISAs.

4.3. Negotiating Agreements. AF/A5XX-ISO oversees US involvement in developing and negotiating ISAs. US Joint Publications related to WG documents must be the basis for US IMS positions as stipulated by CJCSI 2700.01:

4.3.1. Implementation of ISAs. An IMS agreement entered into by USAF and the other Services is a good faith commitment requiring implementation subject to any stated reservation. Although not necessarily the "signature authority" of an IMS agreement, USAF HoDs and MC rep, act for the entire USAF and other Services. Consequently, thorough and proper coordination within USAF and other Services is essential. NOTE: Unlike most other ISAs, ISAs that provide for mutual support or cross-servicing of military equipment, ammunition, supplies, and stores or for mutual rendering of defense services, including training, are considered to constitute an international agreement. International agreements require proper staffing and coordination in accordance with DoDD 5530.3, International Agreements, and AFI 51-701, Negotiating, Concluding, Reporting and Maintaining International Agreements. International agreements require compliance and are legally binding. Close coordination with AF/A5XX-ISO and Air Force Deputy General Counsel for

Intelligence, International and Military Affairs (SAF/GCI) is required when negotiating and ratifying these types of agreements.

4.3.2. Consistency with US Requirements. HoDs, negotiating standardization agreements in either materiel or non-materiel areas must make sure the agreements are consistent with appropriate US code, systems, doctrine and policies. Specifically, they must be cognizant of US policy regarding the use of voluntary consensus standards (as documented in DoD sponsored specification standards reform program).

4.3.3. Creation of a US National Implementing Document. HoDs negotiating standardization agreements in areas where there are no existing US or USAF documents in coordination with the document custodian must identify the agency to publish an implementing document and determine the time table for the implementing documents' completion.

4.4. Ratifying and Subscribing to Agreements. Ratification of an IMS agreement or document is the declaration of a nation's formal acceptance, with or without reservation, of the content of a standardization agreement. Subscription is a Service or Agency agreement to accept and abide by, with or without reservation, the content of a standardization agreement. Nations ratify while Services and Defense Agencies subscribe. NOTE: The words "adopt" and "adoption" as used throughout this AFI are meant to indicate the accomplishment of either ratification or subscription.

4.4.1. NATO Ratification Requests. AF/A5XX-ISO will coordinate ratification requests for NATO ISAs with sister Services and internal USAF organizations. Coordination will request the Army, Navy and Marine Corps delegates to send their Service's subscription position, any recommended reservation or comments, and a recommended implementation document (if any) and date to the AF/A5XX-ISO by the suspense date. Reservations or comments that are not aligned with established joint doctrine must be resolved prior to submission to AF/A5XX-ISO. AF/A5XX-ISO will review the positions for consistency with known US policies and procedures prior to forwarding the position to the MCASB Air Board Secretariat for MCASB originated agreements, and to the International Staff for NAFAG originated agreements (with a copy to Armament Cooperation Division of the US Mission to NATO) and for NPC originated agreements. Ratification requests concerning doctrine will also be coordinated with the LeMay Center.

4.4.2. Signature authority for NATO MCASB, NFLWG, and PHEWG IMS documents: AF/A5X is appointed by the USAF Chief of Staff as CSAF's official standardization representative and AF/A5X is recognized by the USAF DepSO through AFD 60-1 as the USAF international military standardization official. AF/A5X authorizes AF/A5XX-ISO to sign the actual cover document that is forwarded to the MCASB Air Board and NATO Petroleum Committee.

4.4.3. ASIC Ratification Package. For ASIC documents, AF/A5XX-ISO will send the MC a ratification instruction package. Completion of this sheet provides the documentation which ensures all ISAs have been thoroughly and properly staffed. The MC rep will collect/coordinate appropriate Service responses to the ratification request. The USN PM will obtain the Department of the Navy position if it is not possible for the MC to obtain it. The MC rep formulates the US (Air Force, Army, Marine Corps, Navy and appropriate Defense Agencies) ratification position and forwards the completed package to AF/A5XX-

ISO. AF/A5XX-ISO will review the completed package for consistency with known US policies and procedures prior to forwarding the position to the ASIC Management Committee. The MC rep must work closely with all Military Services' and Defense Agencies' delegates to get their positions in advance of the suspense date. The MC rep should inform AF/A5XX-ISO if they anticipate a delay in meeting the suspense. If 30 days past the suspense date one Service still has not responded, the MC rep should consider submitting a US ratification position reflecting a non-subscription for the tardy Service. If and when the MC rep gets a subscription position from the Service, notify AF/A5XX-ISO who will update the US national position with the ASIC MC.

4.4.4. Signature authority for ASIC IMS documents. AF/A5X is appointed by the USAF Chief of Staff as the CSAF's official standardization representative and is further recognized by the USAF DepSO through AFD 60-1 as the USAF military standardization official. Once the MC rep has submitted a completed AF FORM 4019 to AF/A5XX-ISO, AF/A5XX-ISO prepares a ratification letter per the ASIC Instructions. AF/A5X authorizes AF/A5XX-ISO to sign ASIC IMS documents on behalf of the US ASIC National Director (AF/A5X).

4.4.5. Service Positions. For IMS delegates/Action Offices to NATO MCASB, Army, or Naval Board WG or an ABCA QWG or other IMS activity, AF/A5XX-ISO will task them to formulate a USAF ratification position on a particular IMS document. In general, the action office will be tasked to respond directly to the IMS activity with an information copy to be sent to AF/A5XX-ISO.

4.4.6. Guidelines When Formulating a USAF or US National Ratification Position. HoDs, SMEs, IMS delegates and IMS representatives should use these guidelines when formulating an USAF or US national ratification position.

4.4.6.1. Confliction with Other Guidance. The US and USAF will not subscribe, ratify or support the adoption of any standard that conflicts with US military or US and international civil practices, unless a peculiar military operational requirement exists or a civil standard is unacceptable for military use. The US and USAF will not adopt an agreement that conflicts with other ratified standardization agreements or US code.

4.4.6.2. Ratification Options. The US and USAF have these options when ratifying an IMS agreement:

4.4.6.2.1. Ratify or Subscribe without reservations.

4.4.6.2.2. Ratify or Subscribe with stated reservations. A reservation is a stated qualification by a nation describing the part of a standardization agreement it will not implement or will implement only with limitations. Reservations can be applicable to one Service or the entire US military. Reservations must be clear, and concise.

4.4.6.2.3. Not ratify or subscribe. State the reasons for not ratifying or subscribing, to include due to no interest (while interposing no objection to other Services' subscription).

4.4.6.3. No Intention to Implement. If there is no intention to implement a standard, USAF policy is to not ratify. If there is no objection to others ratifying, the non-ratification statement should state "USAF will not subscribe due to no interest (or no intention to implement) the subject document. USAF does not object to other nations (or

Services) ratifying/implementing the subject document.” Exceptions to this policy must be coordinated with AF/A5XX-ISO and/or USDELMCASB/USAF.

4.4.6.4. Interservice-Interagency Coordination. The US ratification positions must include a position for all three Service components -- land, sea and air. The components may have the same or different subscription position. If a particular Service has no interest in a subject IMS document, the AF FORM 4019 must document the inter-service coordination and include a statement of non-interest by that Service.

4.5. Implementing and Complying With Agreements. When tasked to formulate a US national or USAF position, the HoD, MC, or Action Office must identify an implementing document and implementation date. Each Service fulfills its obligations in an IMS agreement through implementation. DoD implements ISAs through US national military documents (regulations, field manuals, etc.). Implementing Services and Agencies will ensure the implementing document is annotated as implementing an IMS agreement and amended to support the IMS agreement if required. A Service or the US could use the IMS agreement itself as the implementing document (i.e. a self-implementing standard) provided they properly distribute or make the document available to users. The implementation date is the date when US forces (supporting NATO for NATO agreements) will comply with the provisions of the IMS agreement. (See AFI 60-101 for guidance on materiel ISA implementation and compliance.)

4.5.1. Implementation Documents. The USAF Action Office must determine the proper USAF implementing documents and implementation dates. When formulating a US national implementing position, HoDs and SMEs must include pertinent information concerning the implementing document and implementing date for all subscribing Services and defense agencies. The Preparing Activity of the implementing document must update the appropriate national implementing document by the international standardization agreement's implementation date.

4.5.2. Preparing Activity Notification. The HoD, MC rep, or other USAF Action Office determining the USAF implementing document must inform the national document's Preparing Activity as to which IMS agreement the national document implements. HoDs and MC reps, must ensure the Preparing Activity completes any implementing document revisions by the ISA's implementation date. The update to the national document must include references to and provisions of the IMS agreement.

4.5.3. Implementing Document Annotation of Inclusion in an ISA. In accordance with MIL-STD-961 and MIL-STD-962, preparing activities of military specifications or standards must show which ISA they implement and that the specification or standard has international implications. When amending, revising and canceling an implementing document, the Preparing Activity must coordinate the changes with the appropriate HoD, MC rep and AF/A5XX-ISO prior to the implementing document's cancellation.

4.5.4. Requests for Deviations from ISAs. Services or MAJCOMs may not deviate from an ISA without prior consultation with the signatory nations. If a USAF organization deviates from an US ratified ISA, it must send a deviation request to AF/A5XX-ISO.

4.6. Releasability of ISAs. Working parties occasionally evaluate their ISA for releasability to non-member nations. NATO delegations will evaluate all NATO Unclassified STANAGs and APs for releasability to Partnership for Peace (PfP) nations. NATO WGs will make a release

recommendation to the appropriate Service Board. The Service Board will release the document only if there is a consensus (majority vote is not sufficient). US policy recommends all NATO Unclassified ISAs for release to PfP nations.

Chapter 5

EQUIPMENT LOANS

5.1. Loan Programs. NATO and ASIC have equipment exchange programs allowing for no-cost loans of equipment between member nations for the purpose of test and evaluation to further standardization. The US ratified NATO STANAG 3254, which defines the NATO equipment loan program. Nations prepare a Combined Test Project Agreement (CTPA) document for each loan of equipment under the program. The USAF and USN signed the ASIC Master Agreement for the Exchange of Equipment for Test Purposes which outlines the ASIC program. Nations prepare a Test Project Agreement (TPA) to document each individual loan of equipment. The US must follow the provisions of Section 65 of the US Arms Export Control Act (22 U.S.C. 2796d) when participating in NATO and ASIC equipment exchange programs. SAF/IAPQ must provide a copy of the negotiated loan agreement and supporting documentation to OSD for review before entering into the agreement.

5.2. Equipment Loan Policy. Loan programs are beneficial to the US and USAF standardization efforts. HoDs and SMEs are the equipment loan focal points and should publicize these programs within the USAF. Equipment exchanged under these programs is normally operationally capable or fielded for operational use, and not items in research and development. Loaned equipment must be excess to US immediate operational requirements and cannot be strategic or critical material. HoDs and SMEs must be able to articulate the benefits of each equipment exchange to the US or USAF. USAF will not normally enter into a loan of equipment valued at less than \$20,000 unless the US expects a documentable gain in technical knowledge from the testing.

5.2.1. Cautions. HoDs and SMEs must consider the security, technology transfer and impact on domestic industrial manufacturing capability of the equipment exchange. Each loan agreement will address these and other statutory and regulatory requirements. HoDs, SMEs and project officers will contact their allied counterparts directly to ensure the proper test equipment; ancillary equipment and support are addressed in the TPA or CTPA. The USAF will transfer only information needed for basic operation and simple maintenance of the equipment for test purposes. If USAF or the borrowing nation must extend the loan duration, USAF and the borrowing nation may have to conclude a new agreement unless provisions for an automatic extension are included in the original CTPA or TPA. HoDs and SMEs should work with their counterparts to ensure the borrowing nation can complete the testing in the specified loan period.

5.2.2. Test to Destruction. Certain types of testing will destroy the equipment as a result of the test. US law permits borrowing nations to test loaned equipment to destruction when there is sufficient benefit to USAF. The loan agreement must clearly authorize such tests. The borrowing nation must submit a certificate of destruction for all equipment tested to destruction or equipment accidentally destroyed during test. Equipment pre-positioned for the NATO Aircraft Cross-Servicing Program is not a loan of equipment and will adhere to guidelines prescribed in STANAG 3430.

5.3. Equipment Loan Process. Normally, requests for equipment loans should originate in the WG. For requests originated outside a WG, AF/A5XX-ISO will determine the HoD with

functional area responsibility and task that HoD to work the request. The following steps outline the equipment loan process:

5.3.1. Loan Requests (ASIC TPAs). Potential borrowing nations submit equipment exchange requests through the US member of the appropriate ASIC WG and as coordinated with the NPM. AF/A5XX-ISO will coordinate with the appropriate HoD to appoint a US project officer. The potential borrowing nation's ASIC National Director requests the loan of equipment from the potential lending nation's ASIC National Director. Prior to the official request being sent by the potential borrowing nation's National Director, the project officers should pre-coordinate all staffing items so that the official request can be processed in the most expeditious manner. The ASIC Instructions contain the standard request format. The project officer should be familiar with the technical details and availability of the equipment and provide AF/A5XX-ISO with requested information (copy the information to the NPM).

5.3.2. Loan Agreement Staffing and Approval. AF/A5XX-ISO will assist in staffing the final approval on all CTPAs and TPAs. AF/A5XX-ISO will use the information provided by the project officer to prepare a draft loan agreement and supporting memorandums. Then AF/A5XX-ISO will coordinate these draft documents with the HoD and the project officer. Technology transfer, legal and financial implications, security, impact on domestic industrial base and benefit of the loan to USAF are some of the items considered in these documents. AF/A5XX-ISO will submit draft agreement to the Air Force International Cooperative Programs Office (SAF/IAPQ). **Note:** SAF/IAPQ will also be involved in the steps before draft is submitted from AF/A5XX-ISO.

5.3.2.1. SAF/IAPQ staffs the draft loan agreement with appropriate HQ USAF offices to include SAF/GCI, SAF/IAPD, SAF/IARW, the appropriate SAF/AQ Directorate(s), SAF/IA regional division(s), and other offices, as appropriate. When HQ USAF staff has comments, changes, or otherwise does not approve the documents, SAF/IAPQ adjudicates them, then re-staffs as necessary. Upon completion of HQ USAF staffing, SAF/IAPQ initiates negotiations, as Office of the Under Secretary of Defense (Acquisition, Technology, & Logistics)/International Cooperation OUSD (AT&L)/IC has delegated the authority to develop loan agreements to the USAF.

5.3.2.2. The HoD or MC rep and the project officer will monitor the equipment test progress for the duration of the loan period. They will notify AF/A5XX-ISO when they receive the equipment or a certificate of destruction (if required). Within 60 days of test completion, the borrowing project officer will produce a test report, coordinate it with the lending project officer and distribute it as approved by both nations. The borrowing nation will pay all costs to publish and distribute the test report.

5.3.2.3. Loaning equipment does not relieve the owner of the equipment of remaining in compliance with DoDI 5000.64, *Accountability and Management of DoD Equipment and Other Accountable Property*.

Chapter 6

INFORMATION MANAGEMENT AND INTERNATIONAL MILITARY STANDARDIZATION

6.1. Purpose. Information management is an important aspect of producing standardization agreements. The purpose of this chapter is to detail how IMS information is procured and maintained.

6.2. Suspense Listing. Once every three months AF/A5XX-ISO generates a suspense list showing all IMS action items overdue, due now or due in the future. AF/A5XX-ISO uses this list to calculate the success of the USAF actions to meet USAF obligations in IMS programs. AF/A5XX-ISO updates the list when it receives replies to action items, receives the information copy based on action items from USDELMCASB/USAF and inputs (telephone calls, faxes, e-mails, and letters) on other actions completed. When action offices receive the listing, they should review their portion and submit any updates.

6.3. IMS Files. Each Action Office should maintain current IMS files for their working parties. These files should include past correspondence dealing with the WG -- meeting reports, copies of the WGs existing and developing ISAs, and copies of the pertinent reference documents. Action Offices may request replacements from AF/A5XX-ISO.

6.4. Security Procedures. Security procedures are as follows:

6.4.1. Informational Release Policy. USAF personnel involved in IMS must obtain authorization to release classified and unclassified US information to foreign personnel. AFI 16-201, DoDM 5200.01, AFI 31-401, and DoD 5220.22R/AFI 31-601 provide guidance on the disclosure of information. SAF/IAPD will provide further guidance on disclosure as needed.

6.4.2. Security Clearances. USAF personnel involved in IMS must have the appropriate security clearance for access to foreign and NATO classified information. USAF personnel must safeguard and handle classified information according to DoD 5200.1M/AFI 31-401, and AFI 31-501.

6.4.3. Visit Requests of Foreign Nationals. Foreign personnel wishing to attend IMS meetings in the US should request visit authorization through their embassy. SAF/ IAPD will specify what level of US information these individuals may view in the visit authorization.

6.4.4. ASIC Management Committee Members. AF/A5XX-ISO will obtain from SAF/IAPD extended visit authorizations for the allied personnel assigned to the ASIC MC.

6.4.5. NATO Access. All delegates to NATO WGs must have authorization to access NATO classified information before attending a meeting. Even if the WG meeting is conducted at the NATO Unclassified level, a NATO Secret or higher security clearance is required for unrestricted access to HQ NATO. Delegates can obtain a NATO security brief (per AFI 31-401) from their unit security manager. Assuming that an individual has a current US security clearance, a new security investigation is not required for a NATO security clearance.

6.5. Terminology Documents and Use. Each IMS organization has a terminology document explaining and defining terms used in each organization. These documents are NATO Glossary of Military Terms and Definitions (AAP-6). ABCA uses NATO's AAP-6. Joint Pub 1-02 defines terms used by the US Services. USAF personnel should use terms as defined by the particular IMS organization.

6.6. Document Posting and Distribution. There are different rules for the posting and distribution of the various documents produced in NATO and ASIC. For specific details on obtaining documents, please contact AF/A5XX-ISO. ASIC and NATO both have websites where documents are posted. For DOD-wide standardization document inquiries, the ASSIST website is available to eligible users.

6.6.1. NATO Documents. May be found at the NSO website or on the ASSIST website.

6.6.1.1. NSO address: <http://nso.nato.int/nso>

6.6.1.2. ASSIST address: <https://assist.dla.mil/online/start/>

6.6.2. ASIC documents may be found at the ASIC website or on the ASSIST website.

6.6.2.1. ASIC website: <https://teams.nzdf.mil.nz/sites/ASIC/default.aspx>

6.6.3. Classified IMS documents. Classified publications should be ordered directly through AF/A5XX-ISO. If you need more information on obtaining a classified IMS document, send a written request with justification and proof of security clearance to AF/A5XX-ISO.

6.7. US and USAF Hosted IMS Meetings. The US hosts each ASIC WG meeting in rotation with the other nations (one meeting in five). NATO HoDs may occasionally volunteer to host a NATO Air Board WG meeting provided they have sufficient time, funds and French-English translation capabilities. When planning to host a meeting, the HoD must:

6.7.1. Coordinate all meeting activities with the hosting facility, AF/A5XX-ISO, each nation's delegation and the appropriate international agency (NATO MCASB or ASIC MC).

6.7.2. Complete all security and clearance arrangements before the meeting to include coordination through SAF/IAPD or your local disclosure authority for release of USAF information. Specifically, inform each allied delegation of any added or planned visits so that the foreign clearance request may include such information.

6.7.3. Arrange for administrative support to include meeting facilities, secretarial services (typing and reproduction), lodging, dining, local transportation, area information packages, local area maps and simultaneous interpretation (translation), as required.

BURTON M. FIELD, Lt Gen, USAF
DCS, Operations, Plans & Requirements

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AAP-3, *Production, Maintenance, and Management of NATO Standardization Documents*

AAP-6, *NATO Glossary of Terms and Definitions* (English and French)

ABCA Armies Standardization Program Handbook, *ABCA Armies Quadripartite Standardization Operating Procedures (QSOP)*

ASIC Instructions, *Air Standard C2 & ISR 1074*

AFI 16-110, *U.S. Air Force Participation in International Armaments Cooperation (IAC) Programs*, 13 May 2013

AFMAN 16-114, *Procedures for U.S. Air Force Participation In International Armaments Cooperation (IAC) Programs*, 16 May 2013

AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*, 1 December 2014

AFI 31-401, *Information Security Program Management*, 1 November 2005

AFI 31-501, *Personnel Security Program Management*, 27 January 2005

AFI 31-601, *Industrial Security Program Management*, 29 June 2005

AFPD 51-7, *International Law*, 5 February 2009

AFI 51-701, *Negotiating, Concluding, Reporting and Maintaining International Agreements*, 16 August 2011

AFPD 60-1, *Air Force Standardization Program*, 29 September 2014

AFI 60-101, *Materiel Standardization*, 30 September 2014

CJCSI 2700.01, *International Military Rationalization, Standardization and Interoperability Between the United States and Its Allies and Other Friendly Nations*, 18 January 2012

DoD 5220.22-R, *Industrial Security Regulation*, 4 December 1985

DoDI 2010.06, *Materiel Interoperability and Standardization with Allies and Coalition Partners*, 29 July 2009

DoDI 5000.64, *Accountability and Management of DoD Equipment and Other Accountable Property*, 19 May 2011

DoDM 5200.01, *DoD Information Security Program: Volumes 1-4*, 24 February 2012

DoDD 5530.3, *International Agreements*, 11 June 1987 (certified current a/o 21 Nov 03)

Joint Publication 1-02, *Department of Defense Dictionary of Military and Associated Terms*

MIL-STD-961, *Defense and Program-Unique Specifications Format and Content*, 2 April 2008

MIL-STD-962, *Defense Standards Format and Content*, 9 January 2014

SD – 1, Defense Standardization Program Standardization Directory***Prescribed Forms***

AF Form 4019, International Standardization Agreement Ratification and Implementation Data Sheet

AF Form 4020, International Standardization Agreement Ratification and Implementation Data Sheet (*Continuation*)

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AAP—Allied Administrative Publication (NATO)

ABCA—American, British, Canadian, Australian (Armies)

ADV PUB—Advisory Publication (ASIC)

AIR STD—Air Standard (ASIC)

AP—Allied Publication (NATO)

ASIC—Air and Space Interoperability Council

C4S—Command, Control, Communications and Computer Systems

CJCSI 2700—.01—Chairman, Joint Chiefs of Staff Instruction No. 2700.01

CNAD—Conference of National Armaments Directors (NATO)

CTPA—Combined Test Project Agreement (NATO)

DepSO—Departmental Standardization Office

DoD—Department of Defense

HoD—Head of Delegation (NATO)

IMS—International Military Standardization (NATO)

ISA—International Standardization Agreement

JSB—Joint Service Board

MAJCOM—Major Command

MAS—Military Agency for Standardization (NATO)

MASAI—MAS Administrative Instruction (NATO)

MC—Management Committee (ASIC)

MNC—Major NATO Command (NATO)

NAAG—NATO Army Armaments Group

NAFAG—NATO Air Force Armaments Group

NATO—North Atlantic Treaty Organization

NNAG—NATO Naval Armaments Group

NSA—NATO Standardization Agency

NSP—NATO Standardization Program

NSO—NATO Standardization Office

OPR—Office of Primary Responsibility

PfP—Partnership for Peace

QSTAG—Quinquartite Standardization Agreement (ABCA)

QWG—Quinquartite Working Group (ABCA)

SAF—Secretary of the Air Force

STANAG—Standardization Agreement (NATO)

STANREC—Standardization Recommendation (NATO)

TOR—Terms of Reference

TPA—Test Project Agreement (ASIC)

TTCP—The Technology Cooperation Program

WG—Working Group

Terms

Action Office—Office with primary responsibility to conduct USAF participation in assigned international military standardization groups and activities.

Administrative Agent—an office within a military Service tasked to manage that Service's participation in an international military standardization program.

Advisory Publication—an informative international military standardization publication issued by the Air and Space Interoperability Council. It provides guidance instead of setting a standard.

Adopt/Adoption—the completion of both or either of the ratification and/or subscription process(es).

Air Standard—a document, produced by the Air and Space Interoperability Council, used to record an agreement between member nations to standardize military doctrine, procedures, equipment, etc., in support of the ASIC objective.

Air and Space Interoperability Council—an international committee made up of general officers from the Air Forces of five English-speaking nations: Australia, Canada, New Zealand, the United Kingdom, and the United States. The purpose of this committee is to achieve standardization among member air forces.

Allied Publication—an informative or procedural publication issued by the North Atlantic Treaty Organization.

American, British, Canadian, Australian Armies—an international military standardization organization of the armies of the same five nations as in the Air And Space Interoperability Council, except New Zealand does not hold full membership and is represented by Australia.

Combined Test Project Agreement—a formal agreement that specifies the terms of an individual exchange or loan of equipment between member nations of the North Atlantic Treaty Organization.

Commonality—a quality which applies to materiel or systems: a. possessing like and interchangeable characteristics enabling each to be utilized, or operated and maintained, by personnel trained on the others without additional specialized training; b. having interchangeable repair parts and/or components; c. applying to consumable items interchangeably equivalent without adjustment; and d. NATO defines commonality as a state achieved when groups of individuals, organizations or nations use common doctrine, procedures, or equipment.

Compatibility—the suitability of products, processes or services for use together under specific conditions to fulfill relevant requirements without causing unacceptable interactions.

Cover—Sheeting—one IMS organization will adopt another standardization organization's or member nation's agreements or standards in whole or part. The adoption may further modify the parent document (original reference).

Custodian—the nation, Service, command or other agency responsible for maintaining an existing international military standardization agreement or publication, for conducting studies, organizing projects, and developing proposals for standardization.

Equipment—Personal property that is functionally complete for its intended purpose, durable, and nonexpendable. Equipment generally has an expected service life of 2 years or more; is not intended for sale; does not ordinarily lose its identity or become a component part of another article when put into use; has been acquired or constructed with the intention of being used.

Head of Delegation (HoD)—the head of a national delegation who supervises and coordinates nationally all phases of the WG effort. The HoD is the national spokesperson to the WG who presents coordinated national views. The HoD ensures all interested agencies are given the opportunity to participate in the NATO or ASIC effort.

Headquarters US Air Force International Standardization Office (AF/A5XX—ISO)—Administrative agent and primary advocate of USAF participation in the North Atlantic Treaty Organization Military Agency for Standardization, Air and Space Interoperability Council and American, British, Canadian, Australian Armies international military standardization programs.

Implementation—the fulfillment by a member nation of its obligations as specified in a standardization agreement. (JP 1-02)

Interchangeability—a condition which exists when two or more items possess such functional and physical characteristics as to be equivalent in performance and durability, and are capable of being exchanged one for the other without alteration of the items themselves, or of adjoining items, except for adjustment, and without selection for fit and performance.

International Military Standardization (IMS)—the process by which the Department of Defense achieves the closest practicable standardization with the military forces of its allies and friendly nations.

International Standardization Agreement (ISA)—the record of an agreement among several or all of the member nations of a multi-national organization to standardize on material and non-material areas.

Interoperability—the ability of systems, units or forces to provide services to and accept services from other systems, units, or forces and to use the services so exchanged to enable them to operate effectively together.

Materiel Standardization—that portion of the standardization program covering military equipment, supplies, design criteria and practices.

Member of the Delegation—any Department of Defense representative (or consultant) who accompanies an Air And Space Interoperability Council Head of Delegation, North Atlantic Treaty Organization Head of Delegation, or principal US representative to a meeting in the capacity of technical assistant or advisor.

Military Agency for Standardization—the primary military agency in the North Atlantic Treaty Organization tasked with standardization.

Non—materiel Standardization—that portion of the standardization program covering procedures, concepts, doctrine and techniques.

Panels—a group created on the recommendation of a working group to study a particular problem area within the terms of reference of the parent WG.

Promulgation—the publication and official announcement of a standardization agreement that has been ratified (subscribed to) by several or all of the member nations in an international organization. The act of promulgation allows the terms of agreement and national positions of a publication to become known to participating nations.

Quinquartite Standardization Agreement—an American, British, Canadian, Australian Armies standardization agreement.

Ratification—the declaration by which a nation formally accepts, with or without reservation, the content of a standardization agreement.

Reservation—the stated qualification by a nation that describes the part of a standardization agreement that it will not implement or will implement only with limitations.

Standardization—The process of developing and agreeing on (by consensus or decision) uniform engineering criteria for products, processes, practices, and methods for achieving compatibility, interoperability, interchangeability, or commonality of materiel. (DoDM 4120.24) Also, the process by which the Department of Defense achieves the closest practicable cooperation among the Services and Department of Defense agencies for the most efficient use of research, development, and production resources, and agrees to adopt on the broadest possible basis the use of: a. common or compatible operational, administrative, and logistic procedures; b. common or compatible technical procedures and criteria; c. common, compatible, or interchangeable supplies, components, weapons, or equipment; and d. common or compatible tactical doctrine with corresponding organizational compatibility. (JP 1-02)

Standardization Agreement—NATO standardization document that specifies the agreement of member Nations to implement a standard, in whole or in part, with or without reservation, in order to meet an interoperability requirement.

Standardization Recommendation—non-binding NATO standardization document used exclusively in the materiel field of standardization that lists one or several NATO or *non-NATO standards* relevant to a specific Alliance activity unrelated to interoperability.

Subscription—an agreement by a nation's Military Services to agree to accept and abide by, with or without reservation, the details of a standardization agreement.

Terms of Reference—*the agreed scope, objective, tasks, and composition for operation of an agency, working group, panel, subcommittee, subgroup, etc.*

Test Project Agreement—a formal agreement that specifies the terms of an exchange or loan of equipment between member nations within the Air and Space Interoperability Council.

Working Group—a group established by the ASIC or NATO Military Agency for Standardization to examine general subject areas for the purpose of developing ASIC air standards, ASIC advisory publications, NATO allied publications, NATO standardization agreements, or ASIC and NATO test project agreements.

Attachment 2

INTERNATIONAL STANDARDIZATION AGREEMENT RATIFICATION AND
IMPLEMENTATION DATA SHEET

INTERNATIONAL STANDARDIZATION AGREEMENT RATIFICATION AND IMPLEMENTATION DATA SHEET			
1A. AGREEMENT NO.		1B. AGREEMENT TITLE	
2. CHECK APPROPRIATE ENTRY			
<input type="checkbox"/>	AIR FORCE	<input type="checkbox"/>	ARMY
<input type="checkbox"/>	MARINE CORPS	<input type="checkbox"/>	NAVY
<input type="checkbox"/>	OTHER	<input type="checkbox"/>	DEPARTMENT OF DEFENSE
WILL:			
<input type="checkbox"/> A. NOT SUBSCRIBE TO THE SUBJECT AGREEMENT/AMENDMENT.			
<input type="checkbox"/> (1) UNTIL ENCLOSED COMMENTS HAVE BEEN RESOLVED BY THE PROPER PANEL, GROUP, AND/OR WORKING PARTY.			
<input type="checkbox"/> (2) DUE TO NO INTEREST, BUT INTERFACE, NO OBJECTION TO OTHER SERVICES OR AGENCIES RATIFYING.			
<input type="checkbox"/> B. SUBSCRIBE TO THE SUBJECT AGREEMENTS.			
<input type="checkbox"/> (1) WITH SUGGESTED EDITORIAL COMMENTS (<i>Enclosed</i>).			
<input type="checkbox"/> (2) WITH RESERVATIONS SPECIFIER ON THE ENCLOSED.			
<input type="checkbox"/> (3) WITHOUT COMMENTS OR RESERVATIONS.			
3. THE U.S. AIR FORCE EXPECTS TO ACHIEVE THE FOLLOWING LEVEL OF STANDARDIZATION WITH ITS ALLIES IN THE AREA COVERED BY THIS AGREEMENT			
<input type="checkbox"/> A. COMPATIBLE.			
<input type="checkbox"/> B. INTERCHANGEABLE.			
<input type="checkbox"/> C. INTEROPERABLE.			
<input type="checkbox"/> D. COMPATIBLE.			
IMPLEMENTATION			
4. ACTION TO IMPLEMENT SUBJECT AGREEMENT IS REQUIRED BY APPROPRIATE DOD AGENCIES AND SERVICES BY INCORPORATING THE PROVISIONS OF AGREEMENT IN APPROPRIATE U.S. DOCUMENTATION. (<i>Service Regulation, MIL-SPEC, STD, etc.</i>)			
<input type="checkbox"/> A. THE SUBJECT AGREEMENT IS FULLY IMPLEMENTED IN THE BELOW LISTED DOCUMENTS FURTHER ACTIONS ARE NOT REQUIRED.			
<input type="checkbox"/> B. THE U.S. DOCUMENTATION LISTED BELOW WILL IMPLEMENT THIS AGREEMENT. WE WILL CHANGE/REVISE IT (then) BY THE DATE(S) INDICATED.			
<input type="checkbox"/> C. THERE IS NO EXISTING DOCUMENT. THE DOCUMENT CAN BE PREPARED AND PUBLISHED (number of months) FROM DATE OF AGREEMENT PROMULGATION.			
<input type="checkbox"/> D. IS THE AGENCY RESPONSIBLE FOR IMPLEMENTATION			
NUMBER	TITLE AND PROPONENT	DATE (Month/Year)	PROPOSED CHANGE/REVISE/PUBLISH (Month/Year)
5. DEFENSE STANDARDIZATION PROGRAM (<i>for materiel standards</i>).			
<input type="checkbox"/> A. THIS DOCUMENT IMPACTS OR IS RELATED TO THE FOLLOWING FEDERAL SUPPLY GROUP/FEDERAL SUPPLY CLASSES (FSG/FSC):			
<input type="checkbox"/> B. THIS DOCUMENT IS RELATED TO THE FOLLOWING STANDARDIZATION AREA(S):			
6. RETROFIT (<i>for materiel standards</i>).			
<input type="checkbox"/> A. RETROFIT HAS BEEN CONSIDERED IN THE IMPLEMENTATION OF THIS AGREEMENT AND:			
<input type="checkbox"/> (1) RECOMMEND PRESENT EQUIPMENT NOT BE RETROFITTED. REASON SPECIFIED ON ATTACHMENT.			
<input type="checkbox"/> (2) RECOMMEND PRESENT EQUIPMENT BE RETROFITTED. REASON SPECIFIED ON ATTACHMENT.			
<input type="checkbox"/> B. RETROFIT NOT APPLICABLE TO THIS AGREEMENT.			
7. EVALUATION (<i>answer appropriate section at time of</i>):			
<input type="checkbox"/> A. (<i>Ratification/Subscription</i>) THIS AGREEMENT CAN BE EVALUATED BY:			
<input type="checkbox"/> (1) DOCUMENT REVIEW.			
<input type="checkbox"/> (2) EQUIPMENT REVIEW.			
<input type="checkbox"/> (3) TEST ACTIVITY.			
<input type="checkbox"/> (4) COMBINED EXERCISE.			
<input type="checkbox"/> B. (<i>Periodic Review</i>) THIS AGREEMENT HAS BEEN EVALUATED.			
<input type="checkbox"/> (1) DOCUMENT REVIEW ACCOMPLISHED			
<input type="checkbox"/> (2) EQUIPMENT REVIEW ACCOMPLISHED			
<input type="checkbox"/> (3) TEST ACTIVITY ACCOMPLISHED			
<input type="checkbox"/> (4) COMBINED EXERCISE, ACCOMPLISHED			
8. PLAN OF INSTRUCTION (POI). PROVISIONS OF THIS AGREEMENT SHOULD BE INCORPORATED IN THE FOLLOWING POI (<i>DoD or Service Schools</i>)			

AF IMT 4019, 19991001, V1 (REVERSE)